

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Pamphlet 25-5

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Information Management

Forms Management

Summary. This pamphlet contains procedures for design and approval of local and command forms and requirements to post forms on the United States Army Alaska (USARAK) web site.

Applicability. This pamphlet applies to USARAK and United States Army Garrison – Alaska (USAG-AK) units and activities and all other activities, organizations, and agencies located at or in the geographical areas of Forts Richardson, Wainwright, and Greely.

Interim changes. Interim changes to this pamphlet are not official unless the Director of Information Management (DOIM) authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvement. This pamphlet's proponent is the DOIM, Administrative Services Division, Forms Management Branch. The Forms Management Branch invites users to send comments and suggested improvements on a Department of the Army Form (DA) 2028 (Recommended Changes to Publications and Blank Forms) directly to the USARAK Forms Management Branch at APVR-RIM-ASD-RM.

1. Purpose

The purpose of this pamphlet is to provide guidance in the design, review, and approval of forms used within USARAK.

2. References

Required and related publications, prescribed and referenced forms, and related web sites are listed in appendix A.

3. Explanation of abbreviations

The abbreviations used in this pamphlet are listed in the glossary.

4. Responsibilities

a. The DOIM is responsible for establishing a program to ensure all forms conform to applicable regulations.

b. The USARAK forms manager is responsible for reviewing and approving new forms and reviewing approved forms used within the command to ensure compliance with applicable Department of Defense and DA regulations.

c. Personnel and organizations desiring form review and/or approval will submit request according to the information in this pamphlet.

USARAK Pamphlet 25-5

5. General

a. Definition of a form. A form is a fixed arrangement of captioned spaces designed for entering and extracting prescribed information, regardless of media.

(1) Command forms. Command forms originate at the headquarters. They are prescribed for use at USARAK headquarters and at subordinate echelons within the command, for example, USARAK Form XXX. These forms cannot be prescribed in DA publications. If the information being gathered is to meet the requirements of a DA publication, a command prescribing directive must be produced referencing the DA publication and describing the completion of the new command form.

(2) Local forms. Local forms are prescribed for use only within a particular organization agency or unit headquarters such as an installation or activity headquarters, for example, NETC-SPA Form XXX or Provost Marshal (PM) Form XXX, etc. If the local form is required for use by two or more elements of an installation or agency, a prescribing directive is required.

b. Prescribing directive.

(1) The prescribing directive must give the form number, title, preparation instructions (when necessary), and provide information as to how a copy of the form may be obtained.

(2) The prescribing directive must be coordinated with the designated functional manager before it is issued.

(3) If it pertains to all organization within USARAK or USAG-AK, the prescribing directive and form must be staffed through all activities and organizations that the form applies with final approval by the chief of staff.

(4) If a prescribing directive is rescinded or considered obsolete, any form associated with that prescribing directive is also rescinded.

(5) A Standard Operating Procedure (SOP) is not a valid prescribing directive and will not accepted to prescribe the use of official command or local forms.

c. This pamphlet is an example of a prescribing directive for a form being used within the command. It is the prescribing directive for USARAK Form 65E (Form or Publication Review Request).

6. Forms development

a. DA Pamphlet 25-31, Forms Management, Analysis and Design, takes precedence and should be referenced when designing a command form for submission or approval.

b. Forms that duplicate the function of a higher echelon form will not be used.

c. New forms will be issued at the highest proper echelon.

d. The use of a form will be prescribed by sending an original of a completed Defense Department (DD) Form 67 (Form Processing Action Request) to the forms manager for approval. Include a copy of the form (printed and digital) and a copy of the prescribing directive.

e. Forms subject to the Privacy Act. If a form is used to collect personal data from an individual, follow the requirements of the Privacy Act of 1974 and the Army's Privacy Program (see Army Regulation (AR) 340-21). Develop a privacy act statement for the form used to collect personal data (AR 340-21 and DA Pamphlet 25-51).

f. Send items to forms manager for approval. Include the following:

- (1) Draft copy of proposed form (paper and electronic copy).
- (2) Draft copy of prescribing directive.
- (3) Completed DD Form 67.

g. For USARAK forms, once form is approved by the forms manager it will be staffed, along with the prescribing directive, at the USARAK level to include the garrison commander for the chief of staff's approval.

7. Forms review

Forms will be reviewed annually by the proponent and the forms manager. Each year, the forms manager will submit with a copy of each current form and a USARAK Form 65E to each proponent. The proponent will have 30 days to review and return the USARAK Form 65E to the forms manager. If the proponent does not return the review within 30 days, the form will be rescinded, and if electronic, removed from the USARAK web site.

8. Electronic generation

a. Forms should be authorized for total electronic generation. Once a form is approved it may be placed on the USARAK website in a PDF format to be printed and completed by hand. A fillable form will be created by the Forms Management Office within 30 days of approval of the form. Form proponents may also contact the Defense Automated Printing Service (DAPS) for conversion of form to electronic fillable format.

b. Any forms currently on the USARAK web site, which do not meet the requirements above, will be rescinded and removed from the USARAK web site on the suspense date on the USARAK Form 65E submitted to the proponent for review of form and prescribing directive.

c. No forms will be added to the USARAK web site without the above requirements.

FOR THE COMMANDER

OFFICIAL


GERALD H. MILLER
LTC, SC
Director of Information Management


PAUL J. REOYO
COL, GS
Chief of Staff

Appendix A References

Section I Required Publications

- AR 25-30 (The Army Publishing Program).
- AR 25-400-2 (Army Records Information Management System (ARIMS)).
- DA Pamphlet 25-31 (Forms Management, Analysis, and Design).
- DA Pamphlet 25-33 (User's Guide for Army Publications and Forms).

Section II Related Publications

Related publications are merely sources of additional information. The user does not have to read it to understand this pamphlet.

- AR 340-21 (The Army Privacy Program). Cited in paragraph 6d.
- DA Pamphlet 25-51 (The Army Privacy Program-System of Record Notices and Exemption Rules).
Cited in paragraph 6d.

Section III Prescribed Form

- USARAK Form 65E (Form or Publication Review Request). Cited in paragraphs 5c, 7, and 8b.

Section IV Referenced Forms

- DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements paragraph. It is available at <http://www.usapa.army.mil>.
- DD Form 67 (Form Processing Action Request), Cited in paragraph 6, It is available at <http://www.dior.whs.mil>.
- DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement). Cited in appendix B.

Section V Related Web Sites

- <http://www.apd.army.mil> United States Army Publishing Directorate.
- <http://www.arims.army.mil> United States Army Records Information Management System.
- <http://www.dior.whs.mil> DD forms.

Glossary

AR	Army Regulation
ARIMS	Army Records Information Management System
DA	Department of the Army
DCA.....	Directorate of Community Activities
DD	Defense Department
DOIM	Directorate/Director of Information Management
PM	Provost Marshal
SOP	standing operating procedure
TDY	temporary duty
USAPA	United States Army Publishing Agency
USARAK.....	United States Army Alaska